

# ECF Handout

*[Participating Judges are Charles P. Sifton, Raymond J. Dearie, John Gleeson, Denis R. Hurley (Hauppauge), Sterling Johnson, Joanna Seybert (Uniondale), David G. Trager, Jack B. Weinstein and Leonard D. Wexler (Hauppauge).]*

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United States District Court  
Eastern District of New York

# ECF

## *Electronic Case Filing*

[Our Website: <http://www.nyed.uscourts.gov>]

The Eastern District of New York has an electronic database of cases. All filings, either by counsel or by the Court, are done electronically via the Internet. Rarely would paper documents be filed in these cases. Notice of filing is given electronically, or by e' mail. Electronic Filing Procedures are available on our Website.

All you need to participate are the following:

1. Adobe Acrobat Exchange - for converting documents to a PDF format.  
[To obtain call (888) 502-5275.]
2. Netscape Navigator version 4.5 or later
3. A TCP/IP connection to the Internet

For questions regarding hardware and software requirements, contact **Doug Palmer, Systems Manager, at (718) 260-2291.**

For questions regarding the addition of a case to our ECF database, or regarding the electronic filing of documents, or to schedule ECF training, contact **Terry Vaughn, Operations Manager, at (718) 260-2330.**

Attached is our ECF registration form. Every attorney working on a case should complete this Registration Form. After receiving a password each attorney should file an entry of appearance in their case. Counsel are also encouraged to include a general e' mail address for their firm to ensure notification of any case activity. Complete this form and check out our ECF database. Attorneys find ECF faster, more convenient and very user friendly. Access to the full text of case documents is available 24 hours a day from your office printer.

**United States District Court  
Eastern District of New York**

# **ECF Registration**

By submitting this form the undersigned agrees to abide by the following rules:

4. This System is for those cases designated by the Court for electronic filing. It may be used to file and view electronic documents and docket sheets.
- 5 Documents are to be submitted electronically *only* in **Portable Document Format (PDF)**.
- 6 The combination of the user identification and password will serve as the signature of the attorney/participant filing the document. Individuals must protect the security of their passwords and immediately notify the Court if they learn that their password has been compromised.

\_\_\_\_\_  
**Applicant's Signature**

Dated:\_\_\_\_\_

**Return your completed form by mail, fax or e'mail to:**

**For Brooklyn Judges:**

Mr. Terry L. Vaughn  
Operations Manager  
225 Cadman Plaza East, Room 172  
Brooklyn, New York 11201  
Telephone No.: (718) 260-2330  
Fax: (718) 260-2264  
E'mail: Terry\_Vaughn@nyed.uscourts.gov

**For Uniondale Judges:**

Ms. Cinthia Mahon  
Operations Supervisor  
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**For Hauppauge Judges:**

Ms. Lorraine Sapienza  
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Hauppauge, New York 11778  
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# ECF

## Registration For Access

[Please type]

### *Person Information:*

<b>Last Name:</b>	<b>Generation</b> (i.e. Jr., Sr., II, III):
<b>First Name:</b>	<b>Middle Name:</b>
<b>Title</b> (i.e. attorney, secretary, paralegal):	<b>Date of Birth:</b>
<b>Social Security Number:</b>	
Are you admitted to the bar of the EDNY and, if so, are you a member in good standing? _____ Yes                      _____ No	

### *Office Information:*

<b>Office:</b>		
<b>Address 1:</b>		
<b>Address 2:</b>		
<b>Address 3:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>County:</b>	<b>Country:</b>	<b>Telephone No: (    )</b>

### *User Information:*

<b>Law Firm's E'mail Address:</b>	
<b>Individual's E'mail Address:</b>	
<b>Telephone Number:</b>	(    )
<b>Fax:</b>	(    )

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

-----X

Civil Action No.  
Judge

-----X

**Consent To Electronic Filing Procedures**

The undersigned hereby consents to the use of the electronic filing procedures adopted by the Court in Administrative Order No. 97-12, *In re Electronic Filing Procedures, (EFP)*, and hereby consents to the electronic service of all papers.

Dated:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Counsel for:\_\_\_\_\_ Counsel for:\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Counsel for:\_\_\_\_\_ Counsel for:\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name